

## HRMS Organizational Management

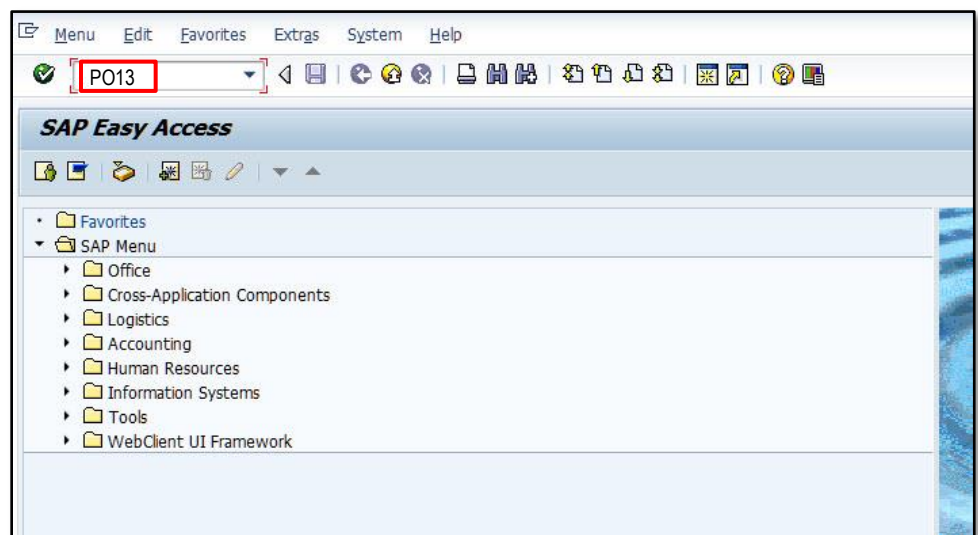
### Reallocate Position

Organizational Management Processor uses this procedure to reallocate a position, using transaction code PO13.

### IMPORTANT-PLEASE READ!!

- Notification of approval for reallocation is required.
- If the reallocation affects other infotypes for the position, they will need to be updated.  
*Example: If a position gets reallocated from “represented to non-represented” or “non-represented to represented,” copy/create a new Account Assignment feature changing the personnel subarea.*
- Complete the [Position Reallocation Worksheet](#) to help with gathering information to assist in the process.

1. Enter transaction code “**PO13**” in the Command field and press **Enter**,  
**OR**  
Follow the menu tree:  
*Human Resources→ Organizational Management→ Expert Mode→ Position.*



## Reallocate Position (cont.)

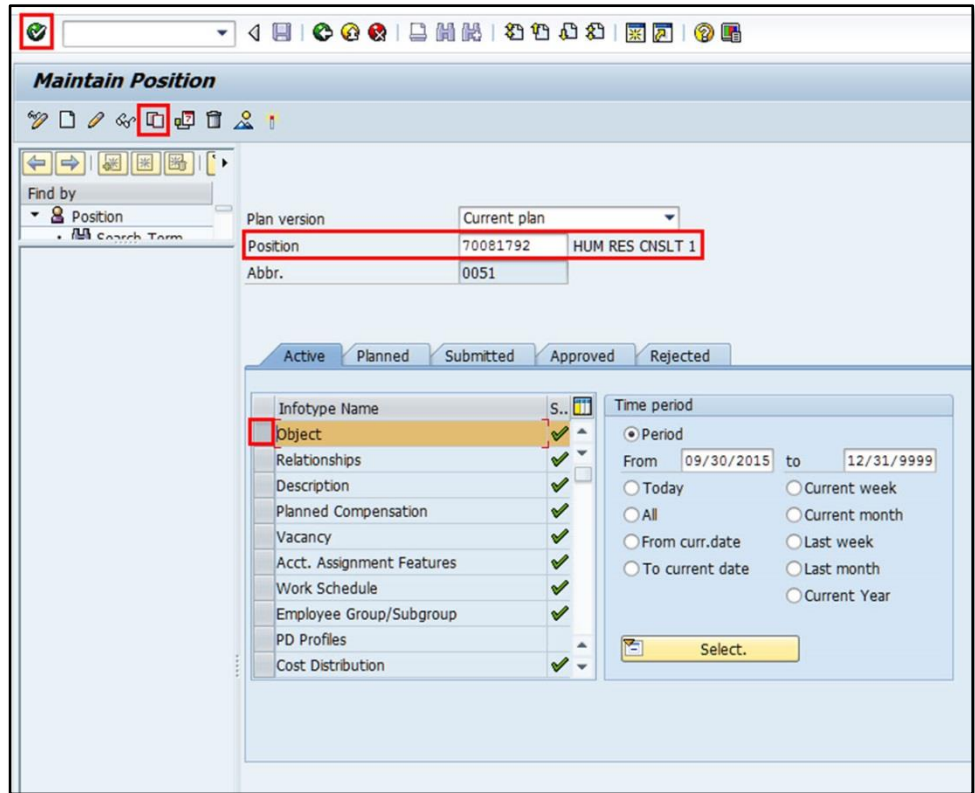
2. Enter the number of the **Position** you wish to reallocate.

3. Click  **Enter**.

If	Select
You need to change the Object name (working title)	Continue with the steps.
You do NOT need to change the Object name	Skip to Step 11.

4. Click the box to the left of infotype **Object**.

5. Click  **Copy**.



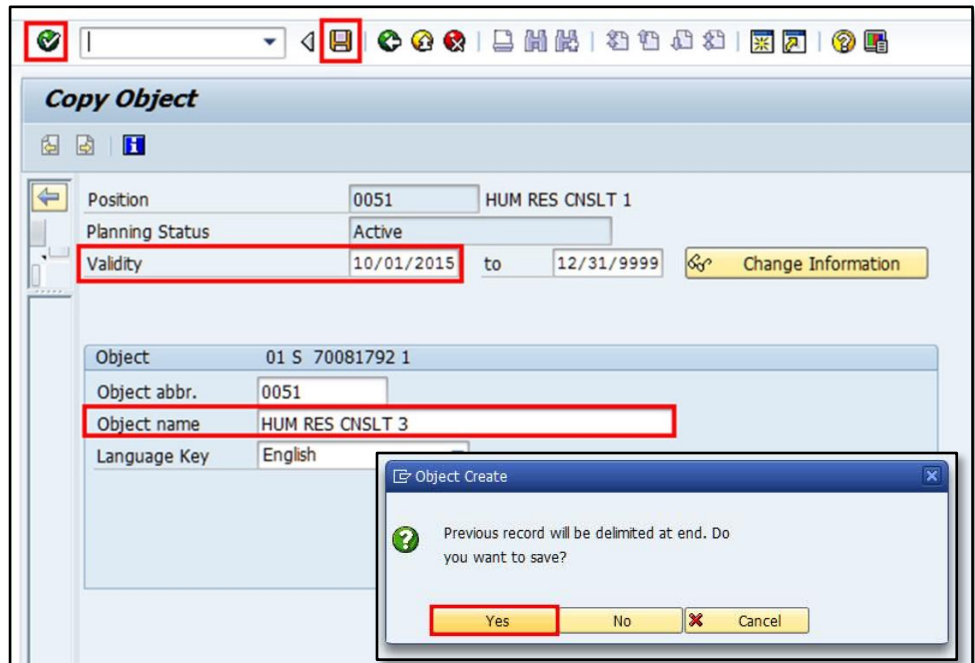
6. Enter the effective date in the **Validity** field.

7. Enter the working title of the position in the **Object name** field.

8. Click  **Enter**.


9. Click  **Save**.

10. Click **Yes** on the *Object Create* box.




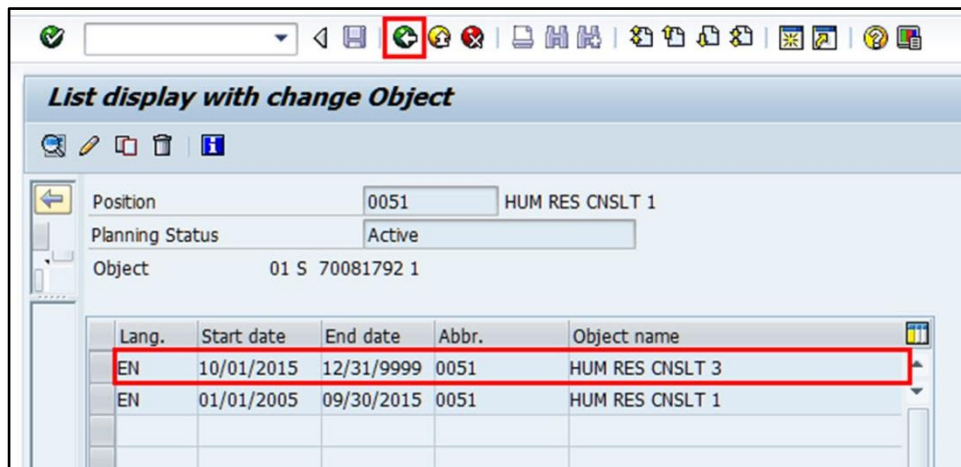
## Reallocate Position (cont.)

**NOTE:** If you use a future date in the Validity field, the main PO13 screen will not reflect the new position name until

that date. Click 

**Overview** to view the new record in the List Display.

Click  **Back** to return to the previous screen.




**List display with change Object**

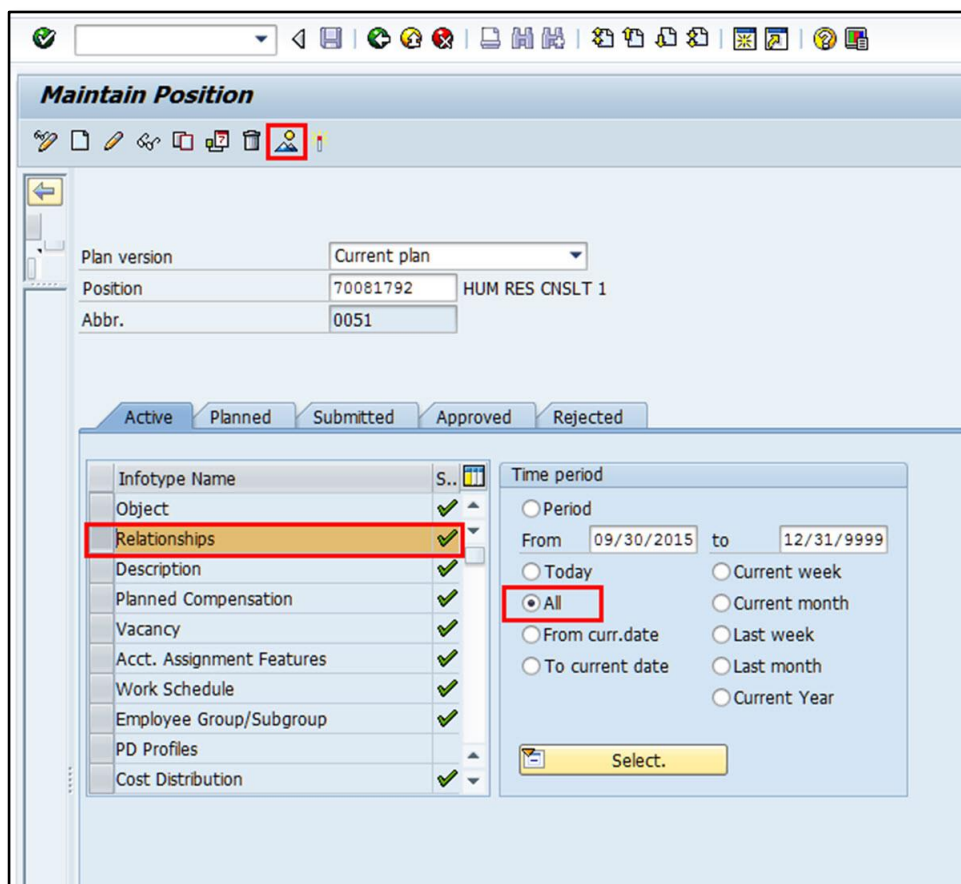
Position: 0051 HUM RES CNSLT 1  
Planning Status: Active  
Object: 01 S 70081792 1

Lang.	Start date	End date	Abbr.	Object name
EN	10/01/2015	12/31/9999	0051	HUM RES CNSLT 3
EN	01/01/2005	09/30/2015	0051	HUM RES CNSLT 1

**11.** In the *Time period* area, click the button to the left of **All**.

**12.** Click the box to the left of infotype **Relationships**.

**13.** Click  **Overview** for a list of actions associated with the Relationships infotype.



**Maintain Position**

Plan version: Current plan  
Position: 70081792 HUM RES CNSLT 1  
Abbr.: 0051

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S...
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓

**Time period**

From: 09/30/2015 to: 12/31/9999

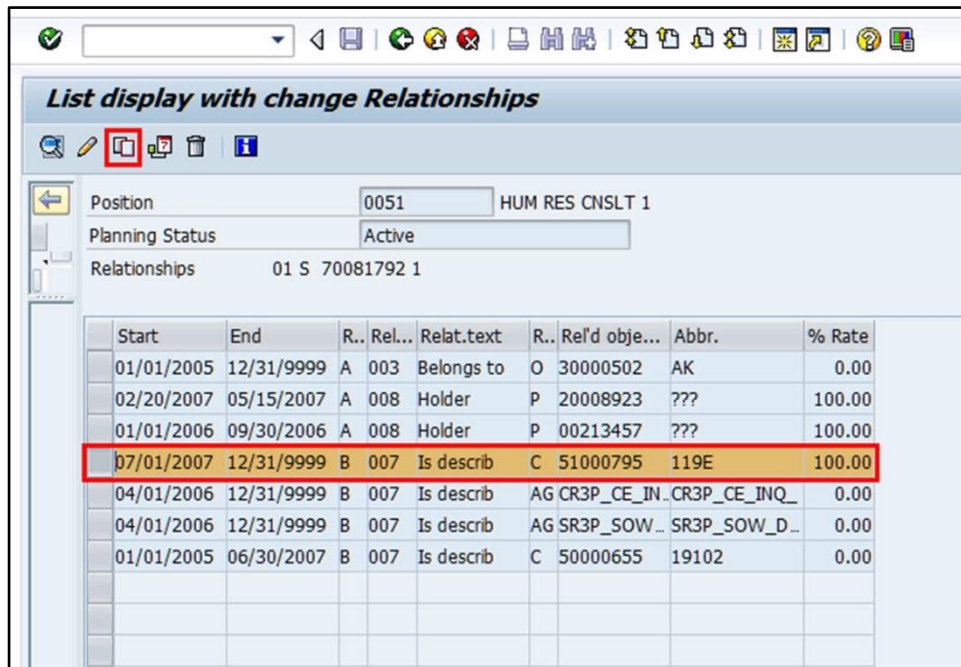
☐ Period  
☐ Today  
☒ All  
☐ From curr.date  
☐ To current date  
☐ Current week  
☐ Current month  
☐ Last week  
☐ Last month  
☐ Current Year

Select.

## Reallocate Position (cont.)

**14.** Click the box to the left of the correct Relationship for Job. The *Relationship Text* is “**is described by**” and the *Related object* type is **C**.

**15.** Click  **Copy**.



Start	End	R.	Rel...	Relat.text	R.	Rel'd obje...	Abbr.	% Rate
01/01/2005	12/31/9999	A	003	Belongs to	O	30000502	AK	0.00
02/20/2007	05/15/2007	A	008	Holder	P	20008923	???	100.00
01/01/2006	09/30/2006	A	008	Holder	P	00213457	???	100.00
07/01/2007	12/31/9999	B	007	Is describ	C	51000795	119E	100.00
04/01/2006	12/31/9999	B	007	Is describ	AG	CR3P_CE_IN...	CR3P_CE_INQ_	0.00
04/01/2006	12/31/9999	B	007	Is describ	AG	SR3P_SOW...	SR3P_SOW_D...	0.00
01/01/2005	06/30/2007	B	007	Is describ	C	50000655	19102	0.00

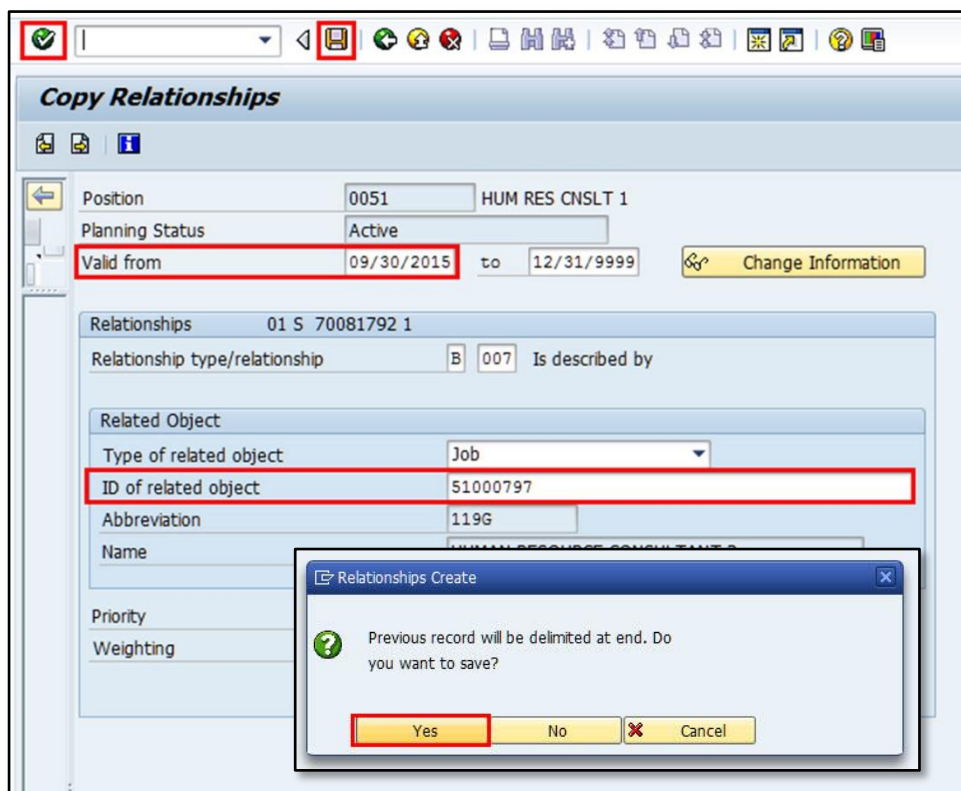
**16.** Enter the effective date in the **Valid from** field.

**17.** Enter the HRMS number of the related object in the **ID of related object** field.


**18.** Click  **Enter**.

**19.** Click  **Save**.

**20.** Click **Yes** on the *Relationships Create* box.



**Copy Relationships**

Position: 0051 HUM RES CNSLT 1  
 Planning Status: Active  
 Valid from: 09/30/2015 to 12/31/9999 


Relationships: 01 S 70081792 1  
 Relationship type/relationship: B 007 Is described by

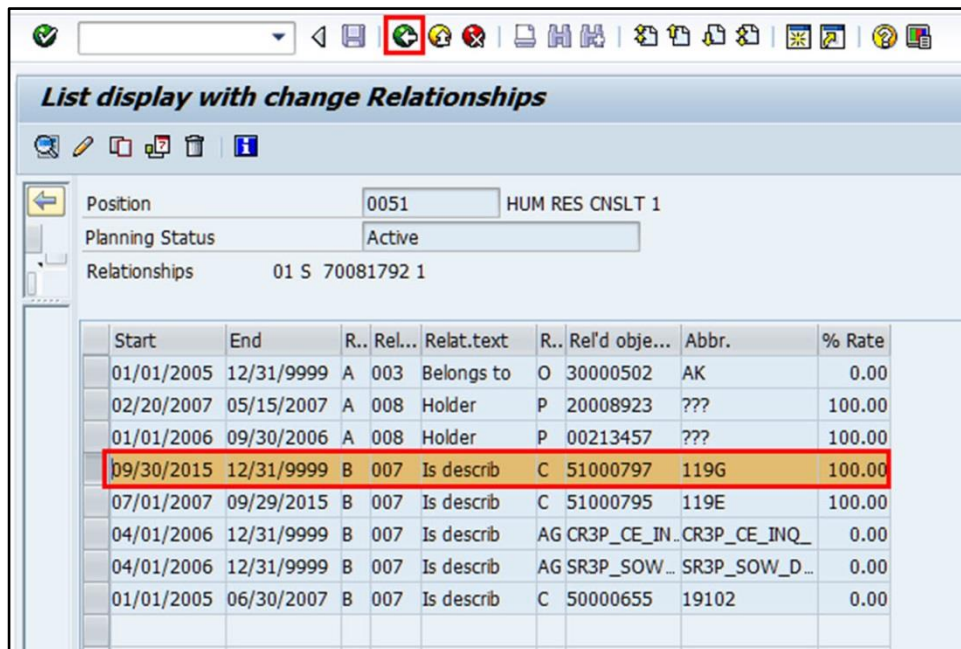
Related Object  
 Type of related object: Job  
 ID of related object: 51000797  
 Abbreviation: 119G  
 Name: HUMAN RESOURCE CONSULTANT 2  
 Priority:  
 Weighting:

**Relationships Create**  
 Previous record will be delimited at end. Do you want to save?  
 Yes No Cancel



## Reallocate Position (cont.)

**21.** The entry just created is highlighted. Click  **Back** to return to the previous screen.



**List display with change Relationships**

Position: 0051 HUM RES CNSLT 1  
Planning Status: Active  
Relationships: 01 S 70081792 1

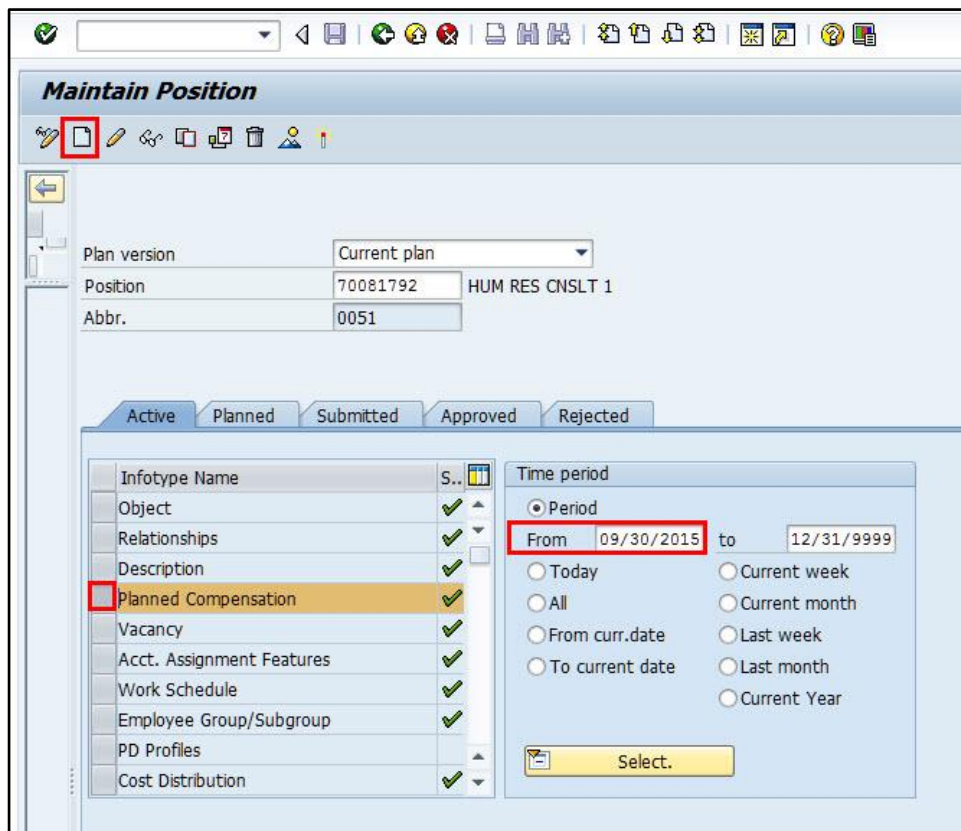
Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
01/01/2005	12/31/9999	A	003	Belongs to	O	30000502	AK	0.00
02/20/2007	05/15/2007	A	008	Holder	P	20008923	???	100.00
01/01/2006	09/30/2006	A	008	Holder	P	00213457	???	100.00
09/30/2015	12/31/9999	B	007	Is describ	C	51000797	119G	100.00
07/01/2007	09/29/2015	B	007	Is describ	C	51000795	119E	100.00
04/01/2006	12/31/9999	B	007	Is describ	AG	CR3P_CE_IN..CR3P_CE_INQ_		0.00
04/01/2006	12/31/9999	B	007	Is describ	AG	SR3P_SOW...SR3P_SOW_D...		0.00
01/01/2005	06/30/2007	B	007	Is describ	C	50000655	19102	0.00

**NOTE!!** If there are changes to the position's Personnel subarea (represented to non-represented, etc.) or Collective Bargaining Unit, the *Acct. Assignment Features* must be updated **BEFORE** creating a new *Planned Compensation* record.

**22.** In the *Time period* area, enter the effective date of the reallocation in the **From** field.

**23.** Click the box to the left of infotype **Planned Compensation**.

**24.** Click  **Create**.



**Maintain Position**

Plan version: Current plan  
Position: 70081792 HUM RES CNSLT 1  
Abbr.: 0051

Active | **Planned** | Submitted | Approved | Rejected

Infotype Name	S..
Object	✓
Relationships	✓
Description	✓
<b>Planned Compensation</b>	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	✓
Cost Distribution	✓

**Time period**

Period  
**From** 09/30/2015 **to** 12/31/9999

☐ Today
☐ Current week  
☐ All
☐ Current month  
☐ From curr.date
☐ Last week  
☐ To current date
☐ Last month  
☐ Current Year

Select.

## Reallocate Position (cont.)

**25.** Verify the effective date of the reallocation in the **Valid from** field.

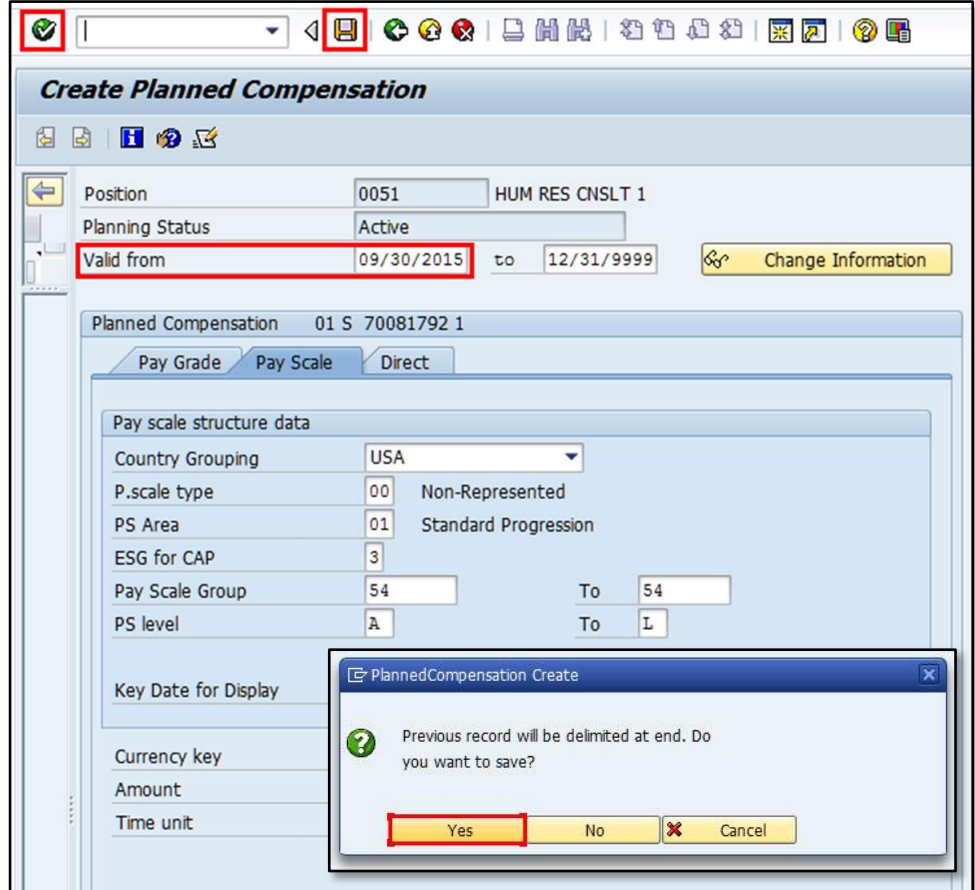
**26.** Click  **Enter**.

**27.** Click  **Save**.

**28.** Click **Yes** on the *Planned Compensation Create* box.

If necessary, update the *Cost Distribution, Acct. Assignment Features, Employee Group Subgroup, Work Schedule, Relationships* (for Position to Position or Position to Organizational Unit relationships), *Description, Vacancy*, and *Address* infotypes to reflect any changes due to the reallocation.

**This completes the transaction to Reallocate a Position.**



**Create Planned Compensation**

Position: 0051 HUM RES CNSLT 1  
 Planning Status: Active  
 Valid from: 09/30/2015 to 12/31/9999 [Change Information](#)

Planned Compensation 01 S 70081792 1

Pay Grade Pay Scale Direct

Pay scale structure data


Country Grouping: USA  
 P.scale type: 00 Non-Represented  
 PS Area: 01 Standard Progression  
 ESG for CAP: 3  
 Pay Scale Group: 54 To 54  
 PS level: A To L

Key Date for Display

Currency key  
 Amount  
 Time unit

**PlannedCompensation Create**

? Previous record will be delimited at end. Do you want to save?

**Yes** No  Cancel